Quick Reference Guide to HR and ePAF

Resources refers to: RaiderLink > A&F Work Tools tab> AFISM channel, Resources > EPAF Filter & Sub Filter

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AFISM Resource Center:

- Phone Assistance (Help Desk): 2-KNOW (742-5669)
- Outlook Address (Help Desk): AFISM 2KNOW
- Registration System for AFISM Classes
- Training Materials, Job Aids, Video Tutorials
- Knowledge Base (Q&A, FAQ)
Pay Plan: Texas Tech’s List of Job Titles, Pay Ranges, and Exempt/Nonexempt Status

Pay Plan: RaiderLink > A&F Work Tools, Human Resources > Pay Plan > Classified Pay Plan
- Position Class (Title) Codes begin with (E)xecutive, (F)aculty, (S)taff, (U) Student, and (P)art-time
- Click the Title to find Texas Tech’s institutional job description and Employee Class code.
- Based on the FLSA (Fair Labor Standards Act), Texas Tech has three methods of employment:
  - EXEMPT
  - FACULTY/TA/GPTI
  - NONEXEMPT
- **CAUTION:** An employee cannot perform both Exempt and Nonexempt jobs simultaneously.

Faculty and Student Titles

Faculty Titles (Exempt 9 Mo): Professor, Instructor (Must be the first “Primary” Job)
Research Titles (Exempt 12 Mo): Principal Investigator, Co-Investigator, Sr. Research Associate, Research Associate, Research Assistant, usually paid from Sponsored Project Funds (starting with 21, 22, 23, 25B or the 11B State Research Fund managed by VP Research); also FOP Program Code 200.

Student Titles, Exempt and Nonexempt (*Graduates must be fulltime students to qualify for the Job title*)

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Non – Ex - Fac</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA Student Assistant</td>
<td>Undergraduate, admin or clerical duties</td>
<td></td>
</tr>
<tr>
<td>GA Graduate Assistant</td>
<td>FT Graduate Student, admin or clerical</td>
<td></td>
</tr>
<tr>
<td>TA Teaching Assistant</td>
<td>FT Graduate Student, &lt;18 hrs in discipline</td>
<td></td>
</tr>
<tr>
<td>GPTI Grad Part Time Instructor</td>
<td>FT Graduate Student, &gt;18 hrs in discipline</td>
<td></td>
</tr>
<tr>
<td>RA Research Assistant</td>
<td>FT Graduate Student, doing research</td>
<td></td>
</tr>
</tbody>
</table>

PAYROLL and the ePAF GOAL: Employee Checks are CORRECT!!

Pay Schedule: Month at a Glance format –or- PDF Annual List format
RaiderLink > Payroll & Tax tab >
(1) Administrative Links > Department End User Calendars > Choose a Month (At a Glance format)
(2) Employee > Resources > Scroll down to Pay Schedule (for list by Pay Period) PDF document.

Personnel Actions: 10 Terms to Memorize QUICKLY!!

An employment relationship begins on the first day of work and ends on the last day of work.
The **Primary Job** (first or base job) defines the employment relationship with these codes:
- **Employee Class (ecls)** designates categories of faculty and staff titles as hourly or salary status.
- **Benefit Category (bcat)** designates the type(s) of benefits available for the position title.
- **Leave Category (lcat)** designates the type(s) if leaves available for the position.
The **Regular Work Week** is the 8-5, 5-days a week.

A **Personnel Action** is an employment decision, such as hiring, promoting, or terminating an employee.
The **Personnel Date** on an ePAF is the “first (start)” or “final (end)” day of the Personnel Action.
An ePAF **Approval Category** is a electronic form that collects information about a personnel action, and is comprised of one or more sections referred to as **Approval Types.**
FTE (Full Time Equivalency): Full-time, Part-time and Percent for Regular Work

A 40-hour regular work week is considered 1.0 FTE (full time). The formula is \( \text{work hours} \div 40 = \text{FTE} \)

Half-time (20 hours) is considered ____ FTE. 3 days a week is considered ____ FTE.

The student will work 7 hours in the lab ______ and 13 hours with the professor______.

Variations are:

- **Faculty**: each academic department determines FTE based on course load.
- **Students**: Students are considered *fulltime* as students and *half-time or less* as an employee.
- **Task workers (exempt)**: usually are zero FTE and paid ‘additional compensation’ for the work performed.
- **Temporary workers (nonexempt)**: 2 appointments - either (a) have an FTE paid semi-monthly by timesheet for several months, or (b) be 0.01 FTE paid ‘lump sum’ for work performed.
- **Non-Tech employees** have zero FTE, zero pay.
- **Retired Workers** have multiple considerations for FTE; contact HR Compensation Operations for guidance.

**Calculate Hours Per Day and Hours Per Pay**

1) **HOURS PER DAY** means average work hours per work day, adjusted by FTE for part-time.
2) **HOURS PER PAY** means average work hours per pay period, adjusted by FTE for part-time.

**For a .3 FTE:**
- **Exempt** Hrs/Day _____ Hrs/Pay ____
- **Nonexempt** Hrs/Day____ Hrs/Pay ____

3) For a low FTE, the minimum “Hours per Day” is never less than one hour.
4) The formula for encumbrance calculation is hourly rate x hours per pay x remaining pay periods to the end of the fiscal year unless a job end date occurs first. (also recognizes leave status)
5) Encumbrances are not computed for nonexempt students (SA/GA).
6) Recasting is the nightly process to re-compute encumbrances.

**Definitions of Employees, Positions, and Jobs: 3 Terms to Understand NOW!!**

Matching exercise: Can you match the correct definition to each term:

- **Position**? A. An R# appointed to a T# and suffix of 00.
- **Employee**? B. A work description, identified by a Title and T#.
- **Job**? C. A person identified by a Social Security Name and R#.

**New Position Request / Reclassification**

**Forms**: RaiderLink > A&F Work Tools > Human Resources, HR Forms > Employee Change, “New Position / Reclassification Form”

A **New Position Request** is an application to add a new position (T#) to the department.

A **Reclassification** is an application to modify an existing position by changing the title, etc.

**Resource Packets: Samples from Your Home Organization**

Forms of Pay: HR121, Current & Future
            HR035, Employee Search
Exempt, Faculty & Nonexempt: Employee Classes, Benefits, Leaves:
            RPT_EMPL_007, Employee ECLS/LCAT/BCAT
            RPT_PBUD_002, Position List with Employee Appointed

Does your department have other Organization Codes?
12 ePAF Approval Categories for Employee Jobs, and 5 Groups of ePAFs

Primary Job ePAFs are the first or base “work for pay” job indicated by FTE (workload: hours or courses taught).

1. New Hire for an employee coming to Texas Tech from another employer, or unemployment.
2. Transfer Gaining for an employee coming from another department.
3. Job Change Begin to re-start an employee’s primary job following a job end (promotion, demotion).

Ending Jobs ePAFs end the appointment of the employee.

4. Termination ends the primary job and the employee relationship with Texas Tech.
5. Transfer Losing ends the primary job when transferring to a new department.
6. End Job ends the primary job and keeps the employee assigned to the department.

Secondary Jobs ePAFs are labeled as:

7. Add Secondary Job is another “work for pay” job with FTE.
8. Add Secondary Position is “additional pay” above normal FTE (interim duties endowed professor).
9. Primary Job Recurring Pay is an “allowance” above normal FTE (phone or housing allowance).
10. Retiree Returning to Work is for a retired employee to work while retaining retirement status.

Modifying Jobs ePAFs (Modifying a current job):

11. Pay Change to increase or decrease the rate of pay (hourly rate or annual salary)
12. FTE Change to increase/decrease workload or work hours. Ex/Fac Salary must change proportionally!

Outside Texas Tech

Within Texas Tech: T, H, S, E

Within My Department

•
•
# # # # # # # # # #
• Add Secondary JOB (FTE)
• Add Secondary POSITION
• Primary Job Recurring Pay
• Retiree Returning to Work
# # # # # # # # # #
• Pay Change (Rate)
• FTE Change (Workload)

Multi-action ePAFS

+++++++ END / BEGIN ++++++++  
1. Transfer Lose & Gain
2. Job Change End & Begin
+++++++ START / END ++++++++  
3. SA/Temp – New Hire & End; Begin & End
4. Summer ePAFs
++++ END PRIMARY & SECONDARY +++
5. Terminate & End Second
6. Transfer Lose & End Second

“Choosing an ePAF and Query Date” A Definition with Before & After Descriptions!

Resources > Category Filter = ePAF & Sub-Category Filter = ePAF Reference documents >
“Choosing an ePAF and Query Date”

HR/ePAF Quick Ref Guide 2019 11
Single Action ePAF Exercise

<table>
<thead>
<tr>
<th>Employment Decision</th>
<th>Approval Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ 1. Assigned to a second job title with FTE</td>
<td>A. New Hire</td>
</tr>
<tr>
<td>____ 2. Hire an employee from another department</td>
<td>B. Transfer Gaining</td>
</tr>
<tr>
<td>____ 3. Increase a student’s wage from 7.50 to 7.75</td>
<td>C. Job Change Begin</td>
</tr>
<tr>
<td>____ 4. Provide a car allowance</td>
<td>D. Add Secondary Job</td>
</tr>
<tr>
<td>____ 5. Fire an employee</td>
<td>E. Add Secondary Position</td>
</tr>
<tr>
<td>____ 6. End an employee’s job</td>
<td>F. Primary Job Recurring Pay</td>
</tr>
<tr>
<td>____ 7. Recognize a distinguished professor with additional pay</td>
<td>G. Pay Change</td>
</tr>
<tr>
<td>____ 8. Restart the primary job of an employee in your department</td>
<td>H. Retiree Return to Work</td>
</tr>
<tr>
<td>____ 9. One of your employees quits to work in another department</td>
<td>I. FTE Change</td>
</tr>
<tr>
<td>____ 10. Increase a student worker from 12 to 20 hours per week</td>
<td>J. Terminate Employee</td>
</tr>
<tr>
<td>____ 11. Hire a new employee from United Supermarkets</td>
<td>K. Transfer Losing</td>
</tr>
<tr>
<td>____ 12. A retired employee returns on a part-time basis</td>
<td>L. Job Change End</td>
</tr>
</tbody>
</table>

T F 13. The Multiple Action Approval Categories allow a department to submit two actions on one ePAF.

____ 14. In the list below, how many ePAFs have a Personnel Date of “Final Day”? (circle the ePAFs)

15. These “Final Day” ePAFs belong to which group on the previous page (4)? ________________

What is the “Official” Personnel Date and “Rule of Thumb”?

A Personnel Action EITHER (starts or changes) a job status - OR- ends the job. It is the first or the final day! It is entered in the “official” Personnel Date field of each ePAF and is referred to as THE DATE of the ePAF!

For this ePAF: THE DATE (Personnel Date) is –

- New Hire: Actual date the employee starts the Job (and Employee Relationship)
- Transfer Gaining: Employee’s first day of the new job
- Job Change Begin: Employee’s first day of the new job
- Add Secondary Job: Employee’s first day of the new job
- Retiree Return to Work: Employee’s first day of the new job
- Add Secondary Position: Start date of pay to the employee
- Primary Job Recurring Pay: Start date of pay to the employee
- Termination: Final day of the job, ends the Employee Relationship
- Transfer Losing: Final day of the job
- Job Change End: Final day of the job
- Pay Change: Start date of the revised pay rate (hourly wage, annual salary)
- Change FTE: Start date of the revised FTE (workload: hours per week)

A “Rule of Thumb” about the Personnel Date on the 12 Single Action ePAFs: It is the “First Day” for every ePAF except the “Ending Job ePAFs” !!

ePAF Templates: A Guide with Entry by EntryHints for Completing Each ePAF!

Resources > Category Filter = ePAF & Sub-Category Filter = Pick from the 5 ePAF groups:
Primary, Secondary, Ending, Modifying, Multiple Action
### Employee Pay, Leaves, and Earning Codes

**Resources** > **Category Filter** = ePAF & Sub-Category Filter = ePAF Reference Documents >
- “Forms of Employee Pay (color)"
- “Employee Pay: Earning Codes”

#### Earn Codes for Primary and Secondary ePAFs That Start Employee Pay:

**Primary Job** (FTE job entered on a **New Hire, Transfer Gaining, or Job Change Begin**):

- RGS (regular salary) or RGH (regular hourly) Earn Codes with Hours Per Pay, and no Special Rate.
  - **Longevity Eligibility (Full Time Staff only)** where **HLD = Yes and HLN = N**; Unit of 1 and no Special Rate.

**Secondary Job** (FTE) has RGS or RGH Earn Codes with Hours Per Pay (no longevity); no Special Rate.

**Secondary Position** (additional pay) **Earn Codes are on the Forms of Employee Pay and the ePAF Template, with Unit of 1.**

**Primary Job Recurring Pay** (allowance) **Earn Codes are on the Forms of Employee Pay and the ePAF Template, Unit of 1.**

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#### Class Exercise (Regular Work Week with FTE – choose RGH/RGS with Hours Per Pay from above; ALL other codes are Unit of 1)

A professor is recruited by Texas Tech. She will teach half-time and research half-time. She will be designated an endowed professor with additional pay, and be provided a car allowance.

<table>
<thead>
<tr>
<th>Employee Job: (to be paid for)</th>
<th>ePAF to Complete:</th>
<th>Earn Code for ePAF</th>
<th>Hours or Units</th>
<th>Special Rate? Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Primary Jobs always have 2 codes!</strong></td>
<td>b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### Employee One-time Payment System (EOPS)

**EOPS App:** RaiderLink > A&F Work Tools > Human Resources >“EOPS, Employee One-time Payment System”

Payments for tasks or short projects performed outside the employee’s normal job duties are submitted on an EOPS online form (not an ePAF) and electronically routed for approval. Payment to the employee will be included on the employee’s pay check (or direct deposit) once all approvals are completed.
Dates for Official Employee Records

The **Original Hire Date** occurs upon the first employment of a person, and the **Current Hire Date** refers to a rehire after a break in service.

The **Termination Date** is the last day of work or leave before a break in service, while the **Last Day of Work** refers to the last day of work and might be followed by a leave before Termination (leave cannot extend employment into the next pay period).

**Academic Semesters:** Standard semester begin and end dates for paying Faculty/TA/GPTI employees.

<table>
<thead>
<tr>
<th></th>
<th>Fall: 4.5 Months</th>
<th>Spring: 4.5 Months</th>
<th>Summer I 1.5 Months</th>
<th>Summer II 1.5 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sept 1 to Jan 15</td>
<td>Jan 16 to May 31</td>
<td>Jun 1 to Jul 15</td>
<td>Jul 16 to Aug 31</td>
</tr>
</tbody>
</table>

**Academic Instruction Appointments during the Fiscal Year**

1. During the 9 month academic year, Faculty/GPTI/TA appointments end on May 31.
2. All 9 month Faculty/GPTI/TAs are electronically placed on leave for June 1, returning August 31. (Some departments end GPTI/TA jobs) All other appointments continue uninterrupted.
3. While the primary job remains on summer leave, departments submit Summer ePAFs (Add Secondary FTE Job and End).

**THE CHALLENGE:** Academic departments ‘manage’ their salary budgets on a **SEMESTER** basis and think in terms of **PAY** to employees (semester salary budget), not the **ANNUAL SALARY** on the Faculty ePAF!

**Appointing Work-Study Students**

Financial Aid provides an **Award authorization** that includes the Award amount, the earnings period (semester), the work study FOAP, and the W# for paying the award.

**Exempt Employee Annual Salary for Semester Pay**

1) Tom, a TA will be paid $5000 to teach the Fall Semester (Reset Calculator?):

   Months to be paid _____ Ann Sal ________ Mon Sal ________ FTE ______

2) If he receives a $4400 Work Study Award (Reset Calculator?):

   T-Dept ePAF: Months to be paid _____ Ann Sal ________ Mon Sal ________ FTE ______

   W-Award: Months to be paid _____ Ann Sal ________ Mon Sal ________ FTE ______

3) Sue, a TA who will assume Dr. Jones class on March 1 to complete the semester for $3450 (Reset Calculator?):

   Months to be paid _____ Ann Sal ________ Mon Sal ________ FTE ______

**Convert Hours to, from Annual Salary**

Convert a .5 FTE teaching assistant ($8750 annual) to nonexempt hourly ______________.

Convert a .5 FTE research assistant ($11,600 annual) to nonexempt hourly ______________.

A $12.50/hour, .5 FTE, converts to Exempt Annual ________ or Faculty Annual ________.
Comparing New Hire ePAF Entries: Differences in Exempt, Faculty, and Nonexempt

Changing **ONLY** the Labor Distribution

When the labor expense is to be changed to a different budget, and there are no changes to title, pay, or FTE:

- The **“Current & Future Labor Change, TLABOR ePAF”** changes the labor distribution from now forward
- The **“Labor Redistribution Form”** changes pay in a previous (closed) pay period, retroactively

*Forms: RaiderLink > A&F Work Tools > Budget > Forms>*

- The **“Labor Distribution Calculator”** entering FOAP dollars or FOAP percents to create multi-funded distribution

Routing and Approving ePAFs, Tracking and eMail Notices

A **Mandatory** level is an approval level assigned to an ePAF, such as Department Head.

An **Optional** level refers to an approval level that can be added by the department when needed, such as Financial Aid for Work Study approval or Graduate School for GPTI/TA/RA/GA approval.

There are 3 methods available for routing ePAFs within your department:

A. The department can add levels 5-FYI and 10-PI. Email HR with names of approvers for those levels.
B. The department can duplicate any level (REMEMBER: Mandatory levels cannot be removed!).
C. Approver levels above 20 often have one approver who assigns colleagues as proxies.

*Email reminders* are sent at 10am and 3pm for ePAFs in process (waiting completion or approval).

Monitor the **progress of an ePAF** by viewing the Approval Routing for action, date and time.

**COMMENTS** are for Explanations -- **NOT** for Instructions to HR or Payroll

A description of the employee action will assist the approvers when they review the ePAF. The ePAF’s only purpose is to collect information to update the employee record. It is not used for other procedures such as assigning payroll proxies and approvers.

**HR/ePAF Reference Documents**

*Resources > Category Filter = ePAF & Sub-Category Filter = ePAF Reference Documents > (find the guide)*

1. **Appointing a Non-Tech Employee**, for an individual who works on campus but is paid by another employer.

2. **Appointing Full Time Exempt Non-Faculty Employees to Teach Classes**, for the full time staff (such as the Chancellor, President, etc) who teach an academic class.

3. **Appointing Work-Study Students**

4. **Manual Check Procedures (for Missed Pay Periods)** A manual check request is submitted when an employee misses a pay check. The employee must have an active job or the form will be returned. Only one pay period may be submitted on a Manual Check Request. Manual Check Requests received by Friday will be available on the following Friday. A paper check is picked up in the Payroll Office.

*Forms: RaiderLink > A&F Work Tools > Payroll & Tax tab > Administrative Resources, Payroll Forms: “Manual Check Request – **Exempt Forms**” (Instructions are available)*

“Manual Check Request – **Non-Exempt Forms**” (Instructions are available)
Assigning Roles: ePAF and HR Cognos Permission and Access

Resources > "Managing Your Originator Summary"
Resources > "Managing Your Approver Summary"
Resources > "Proxy Navigation"

- A “role” is created by granting permission to access online date for an organization.
  1. **ePAF Originator** role is granted upon completion of the All About HR and ePAF training.
  2. **ePAF Approver** role is granted by organization managers, using TEAM App.
  3. **HR Cognos** role is granted by organization managers, using TEAM App. Takes overnight to be active!!
  4. **WTEWLR Approver** role is granted by organization managers, using TEAM App.
  5. **WTEWLR Proxy** role is granted by organization managers to assign WTEWLR approvers, using TEAM App.

- **TEAM App** is the application used by organization managers (dept head; finance mgr) to assign roles.
- **Operating Policy OP 70.40** describes guidelines and consequences regarding employee confidentiality.

**ePAF Attachments: I-9 New Employee Packet and Other Employee Documents**

New Employee Procedures and Packet: RaiderLink > A&F Work Tools, Visit HR Website > Employee Resources
Resources > Category Filter = ePAF & Sub-Category Filter = ePAF Reference Documents >
"ePAF Attachment Instructions".

**Query Date Reminders: Personnel Date and ePAF Due Date**

1. **Personnel Date** – This date either “starts” an assignment or “ends” an assignment. It’s purpose is to build the From / To employment history of the employee.
2. **ePAF Due Date** – This is the pay period date that ePAFs must be received to be included in payroll processing so that the employee’s paycheck is correct.

**Introducing the Query Date**

The Query Date appears on the Person Selection screen, and is populated with today’s date. Today’s Date should be replaced as follows:

When an ePAF is prepared ‘in advance’ and can be received by the ePAF Due Date for the pay period,
Then the Personnel Date can be entered in the Query Date field.
This is the guideline for the majority of ePAF submissions.

The following “Other Conditions Affecting Query Date Selection” must be reviewed to determine if a different date should be entered in the Query Date field.
Other Conditions Affecting Query Date Selection

**Due Date** If the ePAF will not be received by the Due Date:
- FTE/Pay Change ePAFs will be returned to be Query-dated for the next period, and the department must follow Manual Pay Correction guidelines below for any paycheck errors.
- All other ePAFs will apply after the ePAF Due Date (are not returned for date changes); the employee’s record will not be updated; and the department must follow Manual Pay Correction guidelines below.

**End Date** If the ePAF follows a previous job end (Job Change End, Transfer Losing, etc):
- For **starting** a new job or FTE/Pay Change, the Query Date must be after the end date, and the department must follow Manual Pay Correction guidelines below for employee pay adjustments.
- For **ending** a job, the Query Date can be on or after the end date, and the department must follow Manual Pay Correction guidelines below for employee pay adjustments.

**Future Dated Records.** An earlier ePAF has been submitted, applied and is waiting for an upcoming date, a new ePAF cannot be inserted in the waiting period; a future dated record exists (including job ends). Contact HR Compensation Operations for assistance.

**Last Paid Date** The final date of the pay period is saved as the Last Paid Date to Indicate paychecks are produced and the pay period is closed. The Query Date may be adjusted as follows:
- For **starting** a new job or FTE/Pay Change, the Query Date must be after the Last Paid Date, and the department must follow Manual Pay Correction guidelines below for employee pay adjustments.
- For **ending** a job, the Query Date can be on or after the Last Paid Date, and the department must follow Manual Pay Correction guidelines below for employee pay adjustments.

**Manual Pay Correction** When the ePAF is late and employee pay is incorrect:
- For **starting** jobs, any employee may be underpaid – A Manual Check Request (MCR) must be prepared for each pay period back to the Personnel Date, after the ePAF updates the system.
- When **ending** jobs, an exempt person might be overpaid – Contact HR Compensation Operations for assistance.

Choosing an ePAF and Query Date: A Definition with Before & After Descriptions!
Tips and Procedures for Starting an ePAF

1. SEARCHING: Enter an R# to retrieve the employee name (never type the employee name here) –OR – click the magnifying glass to search – OR – click the little person to generate an R# when the ePAF submits.
2. The Query Date loads today’s date and is usually overtyped with the Personnel Date.
3. Selecting an Approval Category causes the employee’s current job(s) to display.
4. An ALL JOBS button will retrieve the employee’s history of jobs, then is renamed ACTIVE JOBS to return.
5. What 2 screens must be completed before an ePAF will open to enter a job?
   ____________________________________ and _____________________________________
6. On the job selection screen, click the NEXT APPROVAL TYPE button to build an ePAF, and visually verify
   • The Approval Type title on the top of the job chart
   • The correct job row is selected (the Job Labor Distribution is the last APPROVAL TYPE)
   • Then click GO.
7. When the ePAF opens for entry, how can you visually verify if it built correctly?
   ___________________________________________ ________________________________
8. Occasionally, if the ePAF is a transfer gaining or the rehire (new hire) of a previous employee, the system will present an Address Selection screen that presents the previous employee work address: ALWAYS verify the ‘Texas Tech Work Address’ is selected and click GO.
9. Opening an ePAF from the Originator Summary: Transaction link opens in entry-mode or Name link opens in View-mode where Update Link changes to Entry-mode.
10. What do these buttons do: VOID________________________________________________
    DELETE______________________________________________
11. The system messages above the employee name and ID, or creates a chart of errors where
    • ERROR means an entry must be corrected before the ePAF will submit
    • WARNING* means an entry is questioned and should be reviewed
12. Be sure to SAVE as you go along!
13. A different error chart is created when you click __________ versus __________
14. Where do you find field-by-field hints for opening and completing an ePAF? ____________
15. In the Originator Summary, the “Default Routing Queue” link will allow you to ____________

Reminder: Multiple-action ePAFs Are MORE Complex!!

• Two Actions, and each has a Personnel Action Date!!
• Two Actions may mean two T-positions!! Building the ePAF using the [Next Approval Type] key must match the T-position with the correct Approval Type!!
• Sometimes, the Query Date relates to one action, sometimes to both!!
Resources for Your Success:
Phone: 2-KNOW (742-5669)
Email: Outlook Address AFISM 2KNOW
AFISM’s Knowledge Base (FAQs)

Creating An ePAF File (or binder)

- Comparing Texas Tech’s “Employee Class” Groups
- The Guide for Choosing an ePAF (and Query Date)
- Quick Reference Guide to HR and ePAF
- Forms of Pay (and Employee Reports)
- Exempt, Faculty, and Nonexempt: Employee Classes, Benefits, and Leave Codes

(The “New Hire” screen shots can be discarded: Use the Templates instead)

Online Job Aids are available:

RaiderLink > A&F Work Tools tab> AFISM channel, Resources > “EPAF” Filter

and Sub-Categories: Starting Primary Job Templates
Starting Secondary Job Templates
Ending Job Templates
Modifying Job Templates
Multiple Action Templates
ePAF Calculators
ePAF Reference Documents
TEXAS TECH UNIVERSITY SYSTEM
CONFIDENTIALITY AGREEMENT

I agree to hold as strictly confidential all Texas Tech University System (TTUS) and Texas Tech University (TTU) information regarding employee and/or student records, communications, and activities and all other information made confidential by TTUS/TTU policy or law (including, but not limited to, the Family Educational Rights and Privacy Act of 1974 and the Gramm-Leach-Bliley Act of 1999) to which I have access or obtained as faculty, employee, student, agent, representative, or affiliate of TTUS/TTU.

I agree that I will not read or otherwise gain access to such confidential information except as required to perform my duties and responsibilities at TTUS/TTU. Further, unless disclosure is authorized or required by law, I agree that I will not disclose any such confidential information now or at any time in the future, either directly or indirectly, except as required to perform my duties and responsibilities at TTUS/TTU and, then, only to the extent disclosure is consistent with the authorized purpose for which the information was obtained.

I agree to handle all confidential information, whether written, computerized, oral, or in some other form, in such a way that it shall not be inadvertently revealed or disclosed to any other person. Except as authorized by my responsibilities and duties, I agree that I will not maintain for my files any permanent record that contains confidential information and will provide for the complete destruction of any rough drafts or unofficial copies of confidential information.

I acknowledge and agree that any breach of the Confidentiality Agreement by me may result in corrective action, consistent with Texas Tech University policy, up to and including termination of employment; further, I understand that such a breach may result in legal action.

The terms of this Confidentiality Agreement are effective immediately and apply to all confidential information I have attained in the past, as well as information I might attain in the future. I understand that this document will become a part of my permanent employment and/or student record.

________________________________________  ________________
Signature                                      Date

________________________________________  ________________
Printed Name                                  R#

Witness  HR/ePAF Class

Attachment A
OP 70.40
9/12/19